



HUMAN RESOURCES, Texas Commission on Fire Protection
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JOB ANNOUNCEMENT

Purchaser I		GROUP/STEP B/12	JOB NO. 20141002
APPLICATION DATES:	October 1, 2014 – Until filled	MONTHLY SALARY:	\$2,500.00 – \$3,050.00
LOCATION:	Austin, Texas	TRAVEL:	Less than 10%

JOB SUMMARY

Performs entry-level purchasing and procurement work. Work involves purchasing and procuring commodities, equipment, and services using guidelines, rules, policies, and laws. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

- Requisitions and orders merchandise, supplies, and equipment using guidelines, rules, policies, and laws. Prepares, reviews, and tracks purchase orders. Processes receipts of purchases.
- Prepares and reviews bids and orders to verify accuracy, terminology, and specifications. Prepares and distributes bid invitations to vendors. Reviews and tabulates bids to determine lowest and best bids. Tracks the status of requisitions and purchase orders.
- Audits invoices to check for accuracy, to determine receipt of material, and to verify compliance with purchase orders. Maintains purchasing and procurement reports, records, and files.
- Assists with emergency procurement order requests. Assists with determining operational minimum and maximum inventory levels.
- Assists with negotiating settlement complaints. Assists in monitoring legal and regulatory requirements pertaining to purchasing and procurement.
- Serves as back-up for team members as needed.
- Plans, coordinates and completes related duties as assigned.

MINIMUM QUALIFICATIONS

- Experience in the purchasing or procurement of goods and services.
- High School graduate.
- Must be able to complete purchaser training within 6 months.
- Knowledge of accounting principles, practices and procedures.
- Ability to analyze expenditure information to ensure it follows state guidelines.
- Ability to interpret laws and regulations, and to review work for accuracy.
- Ability to communicate and interact effectively with internal and external customers, and respond to inquiries in a timely manner.
- Proficiency with Microsoft Excel.
- Professional demeanor.

PREFERRED QUALIFICATIONS

- Some college with major course work in accounting, finance, business, public administration or related field.
- Working knowledge of the Uniform Statewide Accounting System (USAS).
- Experience using MIP software.

KNOWLEDGE, SKILLS AND ABILITIES

- Candidates must have effective oral and written communication skills.
- Selected candidate must pass a background check.

This posting is not intended to be a comprehensive description of the position but includes the overall functions. Regular and punctual attendance is required.

APPLICATION INSTRUCTIONS

For this position, the following materials are required. Please submit them via email to **hr@tcfp.texas.gov**:

- 1) Letter of interest
- 2) Completed [State of Texas Job Application](#)
- 3) Completed Qualification Data Sheet (on the agency’s website: **www.tcfp.texas.gov**)

Important Note: Application packets must include all three of the required documents above. Incomplete application packets are not forwarded to selection committee.

*You may also submit application via US Mail to the mailing address above, attention: **Human Resources**.

The Texas Commission on Fire Protection is an Equal Opportunity Employer

The Texas Commission on Fire Protection does not discriminate on the basis of race, color, age, national origin, sex, religion or disability. Applicants from underrepresented groups are encouraged to apply. Form DD-214 is required for all applicants declaring veteran status. Your application for employment with this agency may subject you to a criminal background check. *Please Note:* Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Thank you for considering employment with the Texas Commission on Fire Protection.